

SANDY CITY
APPROVED POSITION SPECIFICATIONS

I.	<u>Position Title:</u> Golf Course Mechanic	<u>Revision Date:</u> 10/2012
		<u>EEO Category:</u> Service-Maint.
		<u>Status:</u> Non-exempt
		<u>Control No:</u> 30852

II. Summary Statement of Overall Purpose/Goal of Position:

Under the general supervision of the Golf Division Manager and the Greens Superintendent, performs skilled work pertaining to care and maintenance of golf carts, equipment and grounds.

III. Essential Duties:

- Establish and implement preventive maintenance and safety programs for all equipment in the golf course maintenance operation.
- Maintain the maintenance shop and company tools in clean, well organized, safe and secure manner.
- Be responsible for the repair and maintenance of all golf equipment.
- Responsible for maintaining adequate inventory levels of petroleum products, replacement parts, and shop supplies as established by the Division Manager and/or the Greens Superintendent.
- Perform grounds maintenance duties as directed.
- Work as a crew leader assigning duties and being responsible for supervising seasonal maintenance staff.
- Perform on call duties as assigned by the Division Manager and/or the Greens Superintendent.

IV. Marginal Duties:

- Advise on capital equipment needs.
- Assist in training grounds staff on proper and safe operation of maintenance equipment.
- Be responsible for all required documentation relating to equipment repairs and purchasing replacement parts.
- Perform snow removal duties in the City and at the Golf Course.
- Perform other duties as assigned.

V. Qualifications:

Education: Requires a High School diploma or equivalent.

Experience: Requires two years' experience with golf course mechanics and /or small engine repairs.

Certifications/Licenses: Requires a valid Utah Driver's License.

Probationary Period: A one-year probationary period is a prerequisite to this position.

Knowledge of: Maintenance and repair of golf course equipment; replacement parts, supplies and other resources needed in the repair and upkeep of the equipment.

Responsibility for: Great responsibility for the care, condition and use of materials, equipment and tools.

Communication Skills: Contacts with other employees; good verbal and written communication skills.

Tool, Machine, Equipment Operation: Regular use of both light and heavy trucks; frequent use of tools used in the repair and upkeep of small engines and other golf equipment. Occasional use of a personal computer, fax machine, copy machine and ROLM telephone.

Analytical Ability: Organize, delegate and establish meaningful goals; establish and maintain effective working relationships with employees and the general public; work independently on assigned projects involving simple research and data collection; report preparation; follow written and verbal instructions.

VI. Working Conditions:

Physical Demands: While performing duties of job, employee typically handles equipment, objects or controls. Moderate physical exertion is present because of frequent kneeling, stooping, walking, bending and lifting (up to 50 lbs.).

Work Environment: Employee will work in a generally comfortable setting with extensive field work in course (30% of work is performed outside); frequent exposure to heat, cold and wet/humid conditions; constant exposure to excessive noise and vibration; moderate amount of mental effort required during an average work day.

The above statements are intended to describe the general nature and level of work being performed by the person(s) assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel so classified. The approved class specifications are not intended to and do not infer or create any employment, compensation, or contract rights to any person or persons. This updated job description supersedes prior descriptions for the same position. Management reserves the right to add or change duties at any time.

DEPT/DIVISION APPROVED BY: _____ DATE: _____

PERSONNEL DEPT. APPROVED BY: _____ DATE: _____